

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: November 24, 2003

PAYROLL LETTER # 03-021
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **ADDITION OF THE SUSPENDED PAYMENTS AND SUSPENDED TRANSACTIONS REPORTS TO VIEWDIRECT**

The State Controller's Office will be adding the Suspended Payments and Suspended Transactions reports to ViewDirect on November 25, 2003. A hard copy version of these reports will no longer be provided. Departments will be responsible for printing their reports via ViewDirect if they are needed.

Only personnel staff authorized to access ViewDirect will be able to view these reports. For more information on accessing and printing reports in ViewDirect, please see the ViewDirect User Guide on our website at <http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>.

SUSPENDED PAYMENTS REPORT

The Suspended Payment report can be found in ViewDirect by Report ID PR1720-A. The report is produced every week and the latest weekly report will be available each Friday, beginning of business, provided there is a daily payroll cycle on Thursday. If Thursday is a no payroll cycle day, the report will be generated the preceeding daily payroll cycle and available the following business day. The payroll cycle schedule is available on the State Controller's Office Decentralized Calendar at <http://www.sco.ca.gov/ppsd/decentcal/>.

Three report versions (i.e., three weeks) will be available in ViewDirect. Each week when the latest report is made available, the oldest report version will drop off and the three most current weeks will be available.

For additional information on the Suspended Payments report, please see PPM, Section I 406 - 411.

SUSPENDED TRANSACTIONS REPORT

The Suspended Transactions report can be found in ViewDirect by Report ID PDP5711. The report is produced every week and the latest weekly report will be available each Tuesday, beginning of business, provided there is a daily payroll cycle on Monday. If Monday is a no payroll cycle date, the report will be generated the succeeding payroll cycle and available the following business day.

Three report versions (i.e., three weeks) will be available in ViewDirect. Each week, when the latest report is made available, the oldest report version will drop off and the three most current weeks will be available.

For additional information on the Suspended Transactions report, see PPM, Section I 400 - 405.

CONTACTS

Please use the following contacts for requesting assistance on:

Suspended Payments/ Suspended Transactions	Payroll Liaison Unit	(916) 323-3081
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ViewDirect	Lisa Lobertini, ViewDirect Administrator	(916) 327-3923
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